

**Office of Executive Inspector General
Chicago or Springfield Division
Position Description
Supervisor of Information Technology/Computer Forensics**

Posting Date: September 4, 2014
Posting Close Date: Open until position is filled
Salary Range: \$3,750.00 to \$7,083.50 Monthly

POSITION SUMMARY: Subject to the management approval of the Executive Inspector General and under the direct supervision of the First Deputy Inspector General or the Deputy Inspector General and Chief of Springfield Division, serves as Supervisor of Information Technology (IT)/Computer Forensics. The incumbent is responsible for serving as the IT agency coordinator for proposed and existing computer hardware and software. Provides technology training and support and oversees development and maintenance of website and relational databases. Conducts electronic and computer forensic analysis for investigations. Directs the IT and computer forensics team to achieve optimal productivity, quality, consistency, timeliness, accuracy, and the appropriate prioritization of work. Ensures that investigative and other reports are well-written, accurate, concise, thorough, and timely through the careful review and editing of own and subordinates' work. Works within broad limits of authority on assignments of confidential investigations. This position involves working with information of an extremely sensitive and confidential nature associated with investigations and legal proceedings. This position may be based in Chicago or Springfield.

ESSENTIAL RESPONSIBILITIES:

1. Manages the IT staff responsible for developing and customizing database applications and reports for the OEIG's case management database.
2. Responsible for the computer network, hardware, and software for two offices and utilizes remote network tools to work in a network environment.
3. Maintains the agency's website and uses basic HyperText Markup Language (HTML) to add/edit website content in a Microsoft SharePoint environment. Develops custom website content to include graphics, tables, links, pages, and other content.
4. Manages all aspects of the processes for IT projects and purchases by and for the agency; develop proposals and justification for IT purchases and works with OEIG finance staff and vendors on quotes and purchase orders.
5. Conducts, reviews, and prepares case reports for forensic investigations of computers and other electronic devices (including digital and electronic media). Monitors subordinates' work to assess strategy and ensure proper application of policies and procedures, laws, administrative rules, etc.
6. Follows standard operating procedures for the seizure, documentation of custody, and return of computers, email, and other data files. Prepares images of computer hard drives following industry and agency established forensic procedures.
7. Guides subordinates to achieve optimal productivity, quality, consistency, timeliness, accuracy, and prioritization of assignments.
8. Assist senior management in the development, implementation and review of computer forensic investigations policies and strategies, software, training, guidelines, and best practices. Provides training, documentation, and troubleshooting of software applications to agency staff.

9. Ensures timely compliance with all personnel policies, including but not limited to time sheets, attendance records, training initiatives, and professional development.
10. Facilitates hiring, performance evaluations, professional development, and disciplinary actions for all subordinate staff.

ADDITIONAL RESPONSIBILITIES: Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REPORTS TO: First Deputy Inspector General or the Deputy Inspector General and Chief of Springfield Division

SUBORDINATE POSITIONS: Computer Forensic Investigator and IT Manager

MINIMUM REQUIREMENTS:

- bachelor's degree in computer science or a related area of study;
- two years of professional experience in a public or private organization or six years of related experience, professional knowledge, skill, mental development and technical expertise in both hardware and software of an IT environment;
- minimum of four years of prior progressive supervisory experience is desirable;
- demonstrated knowledge of investigative techniques, practices, and concepts;
- professional experience in law enforcement investigatory work or related field is desirable;
- knowledge of Guidance Software's Encase, AccessData Corporation's Forensic Toolkit and other forensic hardware and software tools;
- demonstrated knowledge of software such as Microsoft Windows Operating Systems (Windows XP and Windows 7), Microsoft Office Applications (Access, Excel, PowerPoint, and Word), Microsoft Active Directory, TCP/IP; knowledge of Blackberry communications, printers, scanners, Fiber Optic Wan and other devices and applications;
- working understanding of relational databases and ability to generate predefined and ad-hoc reports (Crystal Reports) by searching and exporting data from databases;
- ability to effectively lead, coach, and develop an IT team toward achieving results;
- advanced analytical and problem solving skills;
- high ethical standards and ability to work with sensitive and confidential materials;
- demonstrated ability to exercise independent judgment and make sound business decisions effectively;
- excellent verbal/written communication and presentation skills with the ability to interact professionally with others;
- ability to handle and resolve ambiguous situations and issues; strong organizational skills;
- flexibility to work independently as well as in a team environment;
- extensive technical knowledge of computer forensic investigative techniques, practices and concepts; and
- valid driver's license and ability to travel in the course of work, including overnight travel.

JOB STATUS: Full-time, FLSA exempt. This position is also exempt from the State of Illinois Personnel Code.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes:

- sitting for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, and teleconference equipment;
- handling and transporting documents weighing up to 30 lbs.; and
- standing, reaching, and bending at the waist or bending of the legs.

LOCATION: The position may be based in our Springfield office at 607 East Adams Street or in our Chicago Office at 69 West Washington Street.

HOW TO APPLY:

(Note: The OEIG is a non-code state agency)

Applicants should select the employment tab on our website at www.inspectorgeneral.illinois.gov and click the “apply for open position” link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.